



Annual Summary Financial Report

Name of Group Submitting Report: _____

For the Period of _____ to _____

A. Account Balance at Beginning of the Year A. _____

B. Revenue From Sales Subject to Tax

List each event separately; include the amount with tax – for example, \$1.06 with tax, not \$1.00 before tax.

- | | | |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |

Sub-Total of Taxable Revenue (Add lines 1-5) B. _____

C. Revenue From Grants and Non-Taxable Sales Activities

List each separately

- | | | |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |

Sub-Total of Non-Taxable Revenue (Add lines 1-5) C. _____

D. Total Revenues for the Year (Add lines B and C, above.) (+)**D.** _____

E. Expenditures

- | | | |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |

6. Sales Tax (Divide Taxable Revenue (B) by 17.66) _____

Total Expenses for the Year (Add lines 1-6, above) (-)**E.** _____

F. Account Balance at End of Year (Add lines A and D, subtract line E) (=**F.** _____

If your club has a checking account, do the following:

G. Add back checks that haven't shown up on your bank statement (+)**G.** _____

H. Subtract deposits not showing up on your bank statement (-)**H.** _____

I. Adjusted Balance (Should agree with your bank statement) (=**I.** _____

Include a clear copy of your bank statement that agrees with the total of this adjusted balance.

Prepared by: _____ Approved: _____ Date: _____

Extension Staff: _____ Date: _____